



HOLIDAY MARKETPLACE Saturday November 11, 2017 10am-3pm

VENDOR APPLICATION – Please PRINT.

Fill Out Completely. Incomplete applications will not be accepted. Thank You!

Your Name _____

Business Name _____

Website or Facebook Page _____

Email address _____ Cell phone _____

8 ft table _____ 6ft table _____ 4ft table _____ (may be ½ of an 8' table)

Brief description of Type of items you are selling (ex: make up, Holiday wreaths, jewelry, hand \made etc.)

Approx Price Range of items _____ Are you giving away food or beverage samples? Y ___ N___

If Yes, briefly describe _____

Are you selling packaged or homemade food or beverage items? Y _____ N _____

List items _____

Will you need electricity? Y _____ N _____ If Yes, in what capacity? _____

Do you have any special instructions or requests? _____

PLEASE see additional info on page, signature required.

Vendor set up from 9am, must be set up no later than 9:30am. IF you need more time, please call or email JEAN – we may be able to accommodate some at 8:30 and/or 8:45am.
Breakdown is 3pm. Please do not breakdown earlier.

If you will be bringing extravagant signage, please call to discuss for management approval.

Food or beverage items: Samples - please provide your own serving items, napkins, etc.
Food & Beverage Sales: Items must be packaged, not for consumption at event.
Please mark clearly if handmade.

Please help make this a successful event, help get the word out – Post on your website, facebook/social media, email. Event will be listed on SSBC website and Facebook pages. We will email you links.

Release of liability

With signature of this application, I, the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators waive and release any and all rights and claims for damages I may have against Southern Star Ballroom Center, their representatives, successors and assigns for any and all injuries suffered by me in this event. Further, I hereby grant full permission to SSBC or authorized agents to use any photographs, videos, recordings or any other record of this event for any legitimate purpose.

Signature _____ Date _____

Jean Best 919.247.8699

**You can email completed form to jbest@usa.net
and send a PayPal payment to Payments@SouthernStarBallroom.com**

**OR mail this vendor form and a check payable to
Southern Star Ballroom Center
6625-015 Falls of Neuse Road Raleigh, NC 27615**



www.SouthernStarBallroom.com



for office use below this line